

# ORGANIZATIONAL MANUAL

## VOLUNTEER STAFF CAPTAIN

Non-Compensated, Non-Represented



Section  
PERSONNEL  
Procedure P-4V

### Job Summary:

Under the general direction of the Deputy Fire Chief, the Staff Captain will be responsible for the management of the Training Program for Fire and EMS personnel. The Staff Captain is responsible for the planning, organizing, direction and control of all Public Education and outreach activities. The role of Staff Captain includes performing duties at incident scenes as the Incident Commander, officer in charge of an apparatus or company, and/or duties and functions assigned by the Incident Commander or Fire Chief. The Staff Captain performs other duties as may be required by the Deputy Fire Chief.

### Supervision Received:

The Staff Captain will always follow the Chain of Command, except for certain protected activities described in the Personnel Policies and reports to the Deputy Chief. In the absence of the Deputy Chief, the Volunteer Staff Captain will report directly to the Fire Chief.

Will complete a mentoring/probationary period of no less than one year. During probation all accreditations and certifications required for this position will be attained and maintained. The Fire Chief or designee, at their discretion, may extend the probationary period.

### Supervision Exercised:

The Staff Captain will:

- Supervise the operations and safety of any crew tasked or assigned to them by the Duty Officer/Incident Commander within the District or at an incident scene.
- Serve in a supervisory capacity for personnel at all levels below Staff Captain.
- Lead by example (i.e. attention to duty, completing reports in a timely manner, attendance at drills, teamwork, positive attitude, participation in volunteer firefighter activities, etc.) and must be self-motivated and willing to function as an integral part of Philomath Fire & Rescue's emergency services team.
- Be a role model and reflect the organization's policies, procedures, mission and vision to all internal and external constituents.
- Oversee the performance of apparatus checks and other projects around the District.

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- Assist with the training of personnel at regular and specialized training sessions.
- Provide communication, direction, guidance, and coaching to others at all times.

The Staff Captain is the first step in the chain of command for Firefighters and Lieutenants. As such, they should attempt to resolve minor issues at the lowest possible level. Staff Captains will advise the Deputy Chief or Assistant Chief (volunteers) on all personnel issues brought to their attention, actions taken, or recommended actions that need to be taken. The Staff Captain should not attempt to resolve issues when they are major, or they are personally involved. These issues shall be referred to the Deputy Chief or Assistant Chief (volunteers).

## **Essential Job Duties:**

- A. Functions as a member of the District's emergency response team.
  1. EMT
  2. Fire Suppression
  3. Hazardous Materials
  4. Rescue
- B. District Outreach Program:
  1. Exercises independent judgment in the administration of the life safety and outreach programs.
  2. Coordinates District Outreach programs, including First Aid/CPR community training, standby at community events, K-5 curriculum, and specific outreach activities (i.e.-Open House).
  3. Plans, implements, and coordinates community outreach and public education activities.
- C. District Fire Training and Recertification Program Coordinator:
  1. Supervises the training of personnel at scheduled drills and events.
  2. Act as Safety Officer, ensuring the safety of District personnel and proper use of personal protective equipment during training sessions.
  3. Coordinate the development of a District training program of enough content to meet or exceed NFPA, DPSST, and District standards.
  4. Assure that District's training records are accurately maintained, documented, and reported to the appropriate agencies for certification.
  5. Possess knowledge of standards and regulations as they apply to emergency services including NFPA, OSHA, OAR's, and ORS's.
- D. District Medical Training and Recertification Program Coordinator:
  1. Conducts or causes to be conducted the training of personnel in emergency medical procedures at the Emergency Medical Responder and EMT level.
  2. Administers an emergency medical training program of sufficient content to meet or exceed OHA, Supervising Physician, and District Standards.

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3. Assure that District's medical training records are accurately maintained, documented, and reported to the appropriate agencies for EMS certification and re-certification.
  4. Possess knowledge of standards and regulations as they apply to emergency medical services including, OHA, OSHA, OARs, and ORSs.
  5. Serve as the District's Infection Control Officer.
  6. Participate with the EMS Coordinator committee and liaise with the Medical Supervisor.
- E. Administrative Functions:
1. Participate in the overall District budget process and prepare and submit to the Fire Chief the training budget.
  2. Maintain the schedules for all staff members including coverage.
  3. Possess the ability to rapidly analyze emergency conditions and adopt safe, effective, and reasonable courses of action.
  4. Optionally, act as a Duty Officer (DO) as may be asked by the Deputy Fire Chief or Fire Chief. DO qualifies as authorized work time on response to incidents.
  5. Can act as a shift officer when staffing needs require coverage.

## **Contact with Others:**

The Staff Captain shall:

1. Be responsible to the Deputy Fire Chief or delegated authority.
2. Shall attend other meetings as directed by the Deputy Fire Chief.
3. Function in a courteous and cooperative manner with the general public, District volunteers, paid staff, and other agencies to reflect a professional image of the District.
4. Act as the District's representative at City, County and regional levels as required by the Deputy Fire Chief.
5. Act as liaison with the Linn/Benton Fire Training Council.

The Staff Captain is encouraged, but not required, to participate in activities and functions of the Philomath Volunteer Fire Department Inc.

## **Knowledge Skills and Ability to:**

The Staff Captain shall:

1. Possess a complete and thorough knowledge and understanding of the organization, procedures, policies, rules, regulations and functional operations of the District.
2. Possess the ability to accurately follow instructions issued and to complete tasks with an appropriate amount of direction and supervision.
3. Possess knowledge of regulations as they apply to the provision of EMS including, OSHA, OARs, ORSs, and the Oregon Health Authority.
4. Have a complete knowledge of the geography of the District.
5. Possess ability to communicate effectively both verbally and in writing.
6. Have the physical stamina necessary to perform duties as required by this position.

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7. Attend District training sessions as required in District Policy.
8. Adhere to the District Policy for Employees.

## **Required Certifications:**

As a condition of employment, the following certifications or licenses must be maintained.

- Requirements of Lieutenant as outlined in P-6.
- NFPA Fire Officer I
- NFPA Mobile Water Supply
- NWCG Engine Boss

## **Preferred Certifications:**

- OHA Advanced EMS Certification levels (Advanced, Intermediate, Paramedic – incentive)
- NFPA Fire Officer II (incentive)
- NPFA Instructor II (incentive)
- NFPA Public Fire & Life Safety Educator (incentive)
- ICS 300 & 400
- American Heart Association Heartsaver/BLS Instructor
- Other specialized courses / training that are in areas of their specific interest that benefit the District.
- One (1) year with Philomath Fire & Rescue

## **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical. Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of

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this position include the ability to adjust focus and read street and road signs while driving.

## **Mental/Cognitive Demands:**

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

## **Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

Availability of the volunteer and the needs of the District will determine hours worked.

Occasionally, this position may be required to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

## **Selection Guidelines:**

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.